



Position: Nutritional Support Worker

Salary: \$ TBA

Hours of Work: 32 hours per week

Circulation Level: Level I

Accountability: Social Service Manager

Employment Status: 2 years contract

Preferences: MFN Band Members

The Job Title will perform the following duties:

- Deliver nutrition support services to families and children, including nutrition awareness and education, food preparation classes and events, healthy food and snack distribution, and other services delivered by the Nutrition Support Program.
- Deliver outreach and knowledge-sharing activities and events to raise awareness about healthy eating, access to healthy foods, and nutrition.
- Collaborate with regional and community service organizations, schools, and healthcare providers to identify and address food security and nutrition issues and develop sustainable solutions.
- Assist families and children in accessing nutrition support programming with dignity and respect, ensuring confidentiality and maintaining their privacy.
- Handling, sorting, and storing food for the nutrition support programming in accordance with safety and sanitation guidelines. Maintain clean and organized nutrition support facilities, adhering to health and safety regulations.
- Conduct regular inventory checks and maintain accurate records of food stock levels, expiration dates, and distribution activities.
- Coordinate with local food suppliers, community gardens and greenhouses, local food producers, and donors to procure a diverse range of nutritious food items for distribution to community members.
- Support data collection and reporting efforts to track nutrition support programming engagement, community needs, and outcomes to inform program evaluation and improvement.
- Prepare funding proposals, program reports, briefings to MFN management, and other program tasks related to the Nutrition Support Program.

The Job Title will possess the following qualifications, skills, experiences, and attributes:

- Grade 12 or equivalent.
- Must provide clear Vulnerable Reference Check from the Canadian Police Information Center (CPIC).
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and prioritize responsibilities effectively.
- Valid driver's license and access to reliable transportation may be required for off-site activities or food pickups.
- Knowledge of Occupational Health and Safety Act, as it applies to the worker.
- Knowledge of the Workplace Hazardous Materials Information System.
- Knowledge and sensitive to cultural practices and traditions in the workplace, i.e., smudging.
- Ability to handle stressful situations; strong organizational, time management skills.
- Ability to take initiative and work independently; ability to meet deadlines and work flexible hours.
- Effective verbal and communication skills; good time management skills; ability to work with little or no supervision.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0

Marked: **CONFIDENTIAL**

EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740

Deadline: May 3, 2024

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.